# CGCI Website Administrator's Handbook
# 2021

The Website Administrator's Handbook is intended as a guideline for those individuals selected by theirorganizations to assume the Website Administrator's responsibilities and who **have the requisite knowledge and skill level.**

Contents:

Website hosting is a benefit available to CGCI member organizations
Use your resources wisely!

Questions:  Contact webmaster@cagardenclubs.org
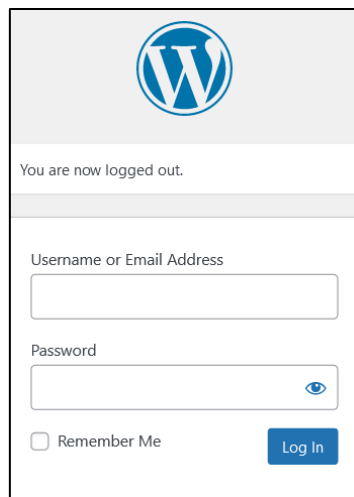
**Logging in to your account:**

Go to the CGCI website – www.californiagardenclubs.com
Scroll down to the bottom of the home page
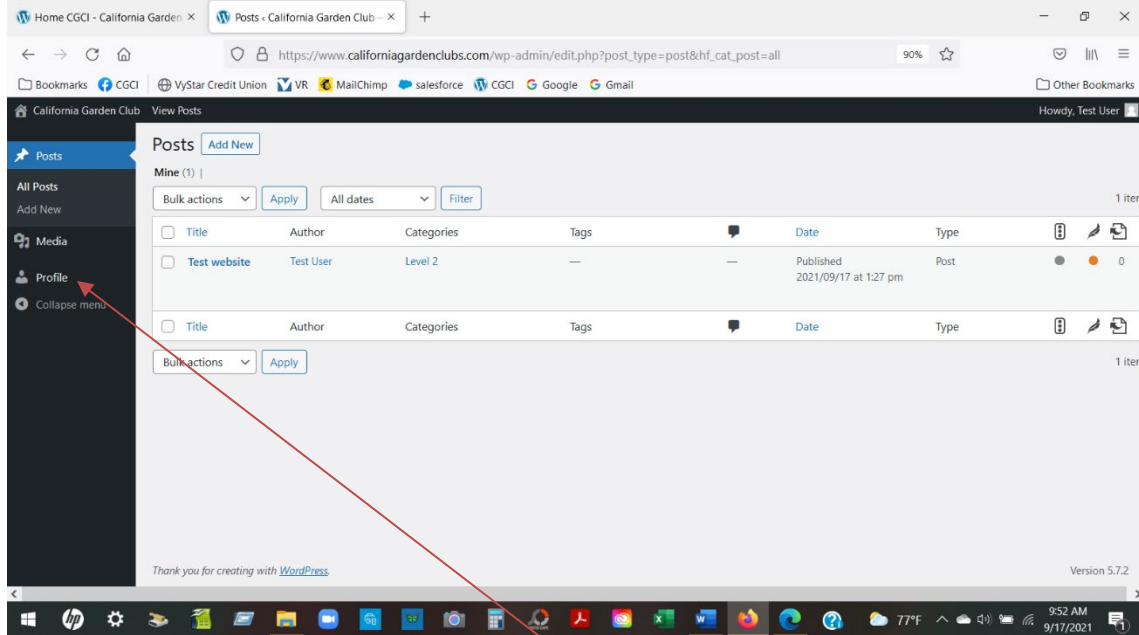Select "Login – Website Administrator"



The Word Press Login screen will appear - Type in your Username (NOT email address) and password
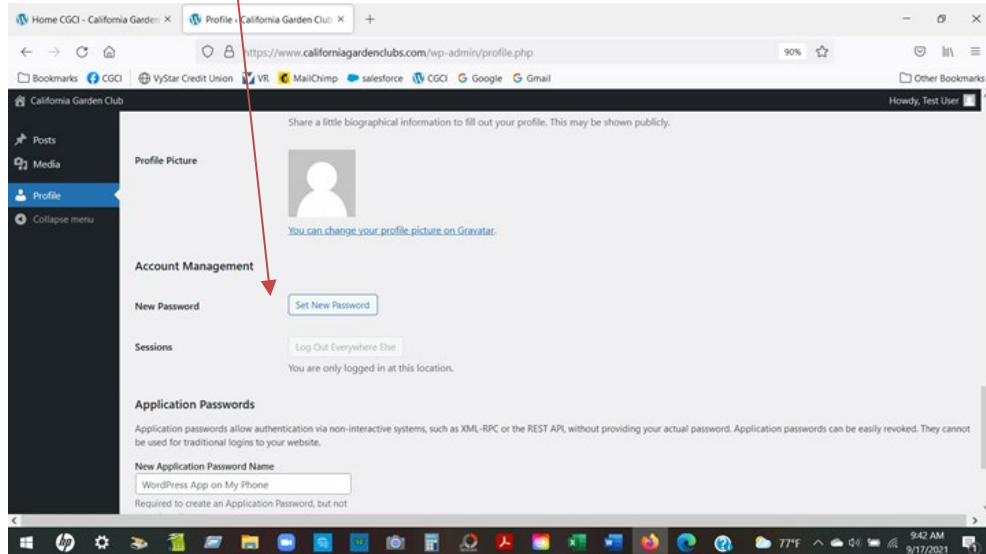
YOUR WEBSITE

Your web pages are called "Posts" not "pages."  This is your User File.  All Posts, Home page and any additional pages will be listed here.



If you wish to change your password, go to your Profile (Left sidebar).  On the Profile page scroll down until you see the change password section.  Please note that you cannot change the username only the password.

After entering new password scroll down and click on Update Profile
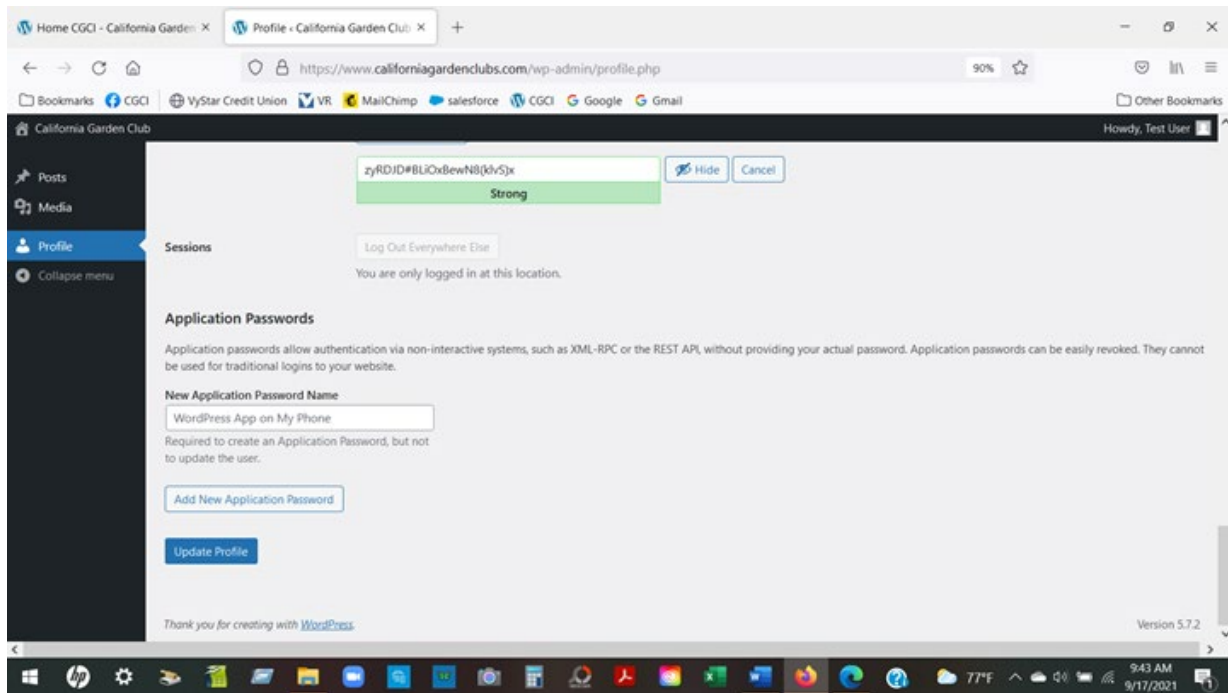


To **VIEW** a Post: In the Post list hover the cursor over the title and then click on View
          In the Edit view click on the URL just above the edit menu

To **EDIT** a Post, click on the Title in the list of Posts.  The Editor is basically the same that you used in the old website.  You can add content by typing directly onto the page or copying and pasting from another source.  Note if you copy and paste suggest you use the "paste as plain text" function.   Click on the icon before pasting.  This removes any background coding.
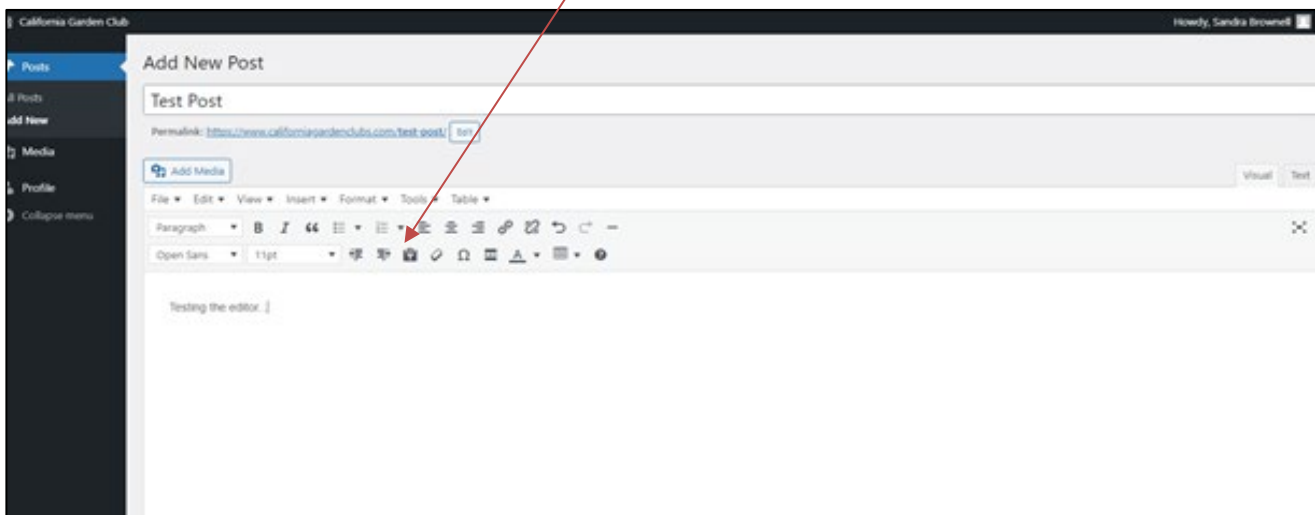
To **SAVE** changes to an existing Post, scroll down to the Publish section below the editor and click on the blue "Update" box in lower right corner:
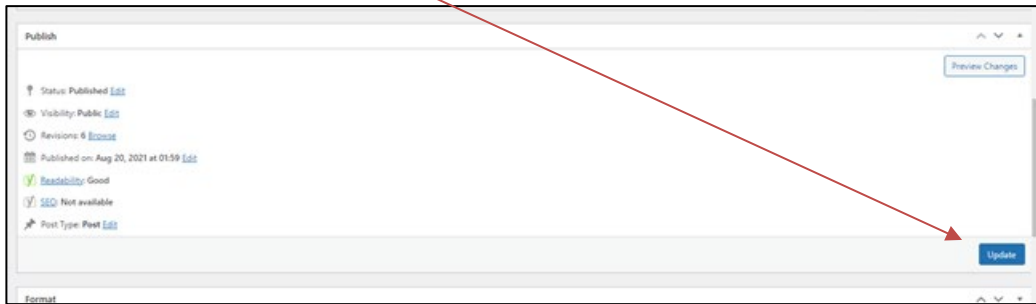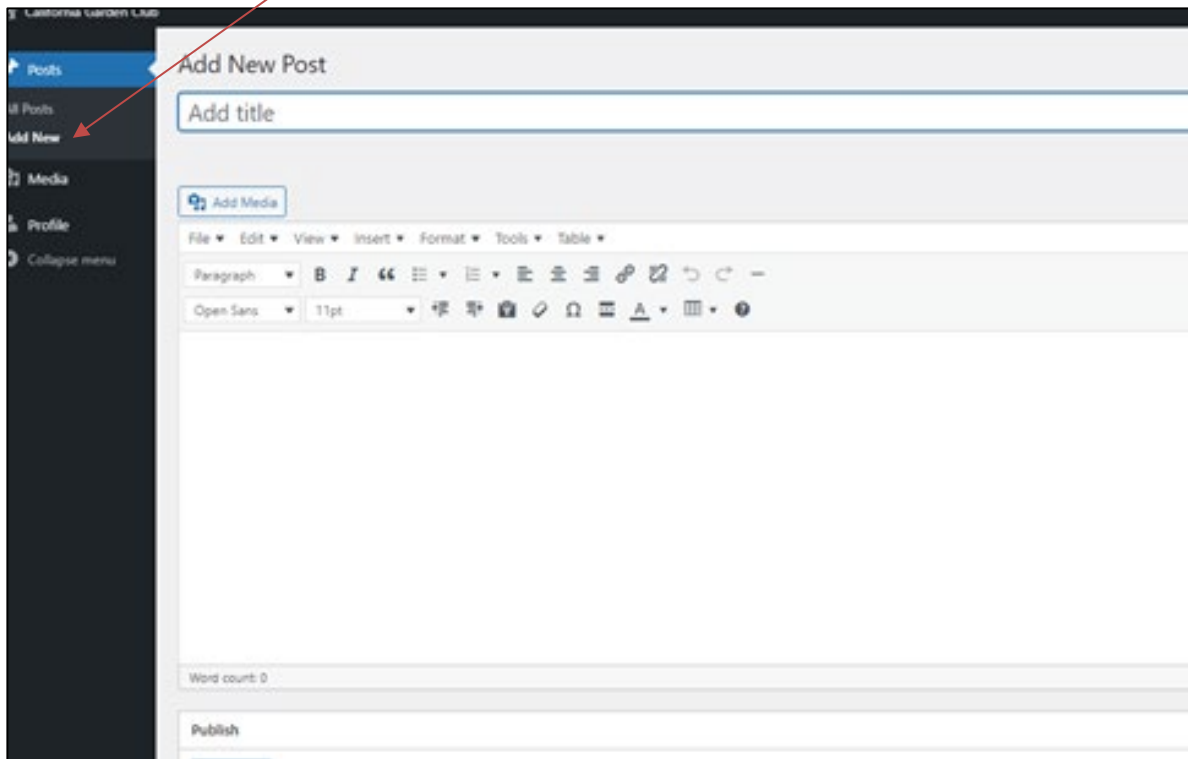


To **ADD** a Post click on Add New in left sidebar, insert a title and create the content.



Once you have completed the Post scroll down to the Publish section and click on the blue "Publish" button in lower right corner.

To **DELETE** a Post:  In the list of Posts let the cursor hover over the Title.  Click on the Trash option
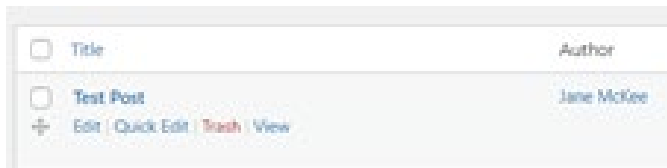


**MEDIA FILE:**  All documents and images are stored in your Media File (left sidebar)

To upload:
Click on Media.  Click on Select File and choose the document or image from your computer.
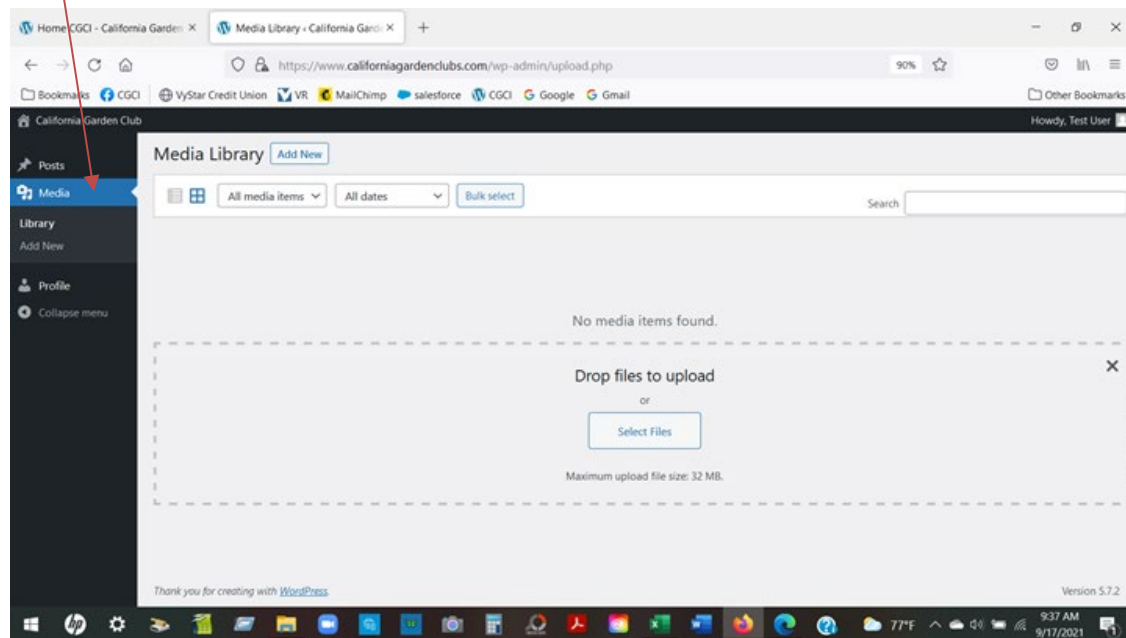


Documents and images will be added …
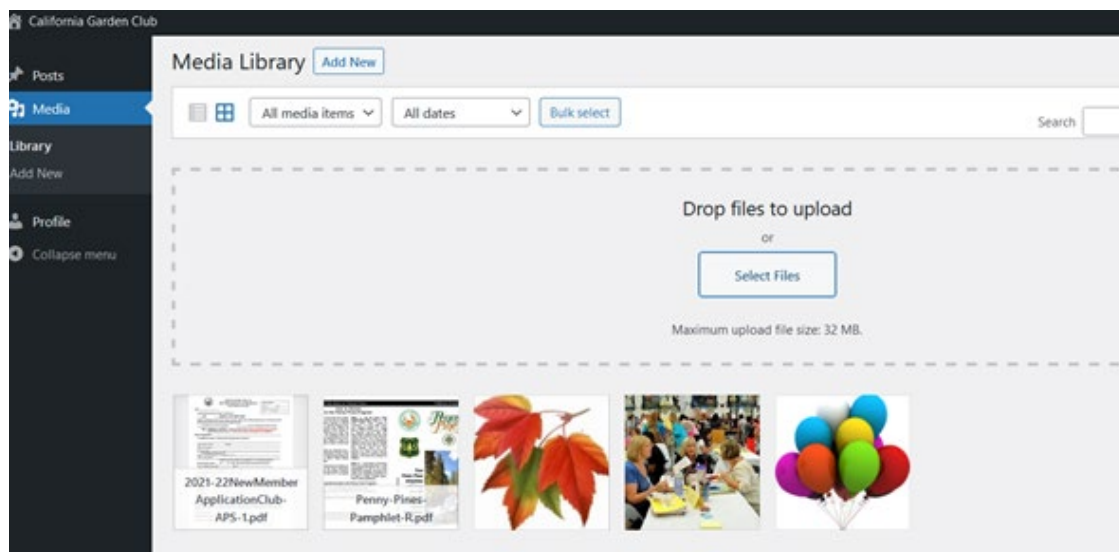
To access any of these click on Media
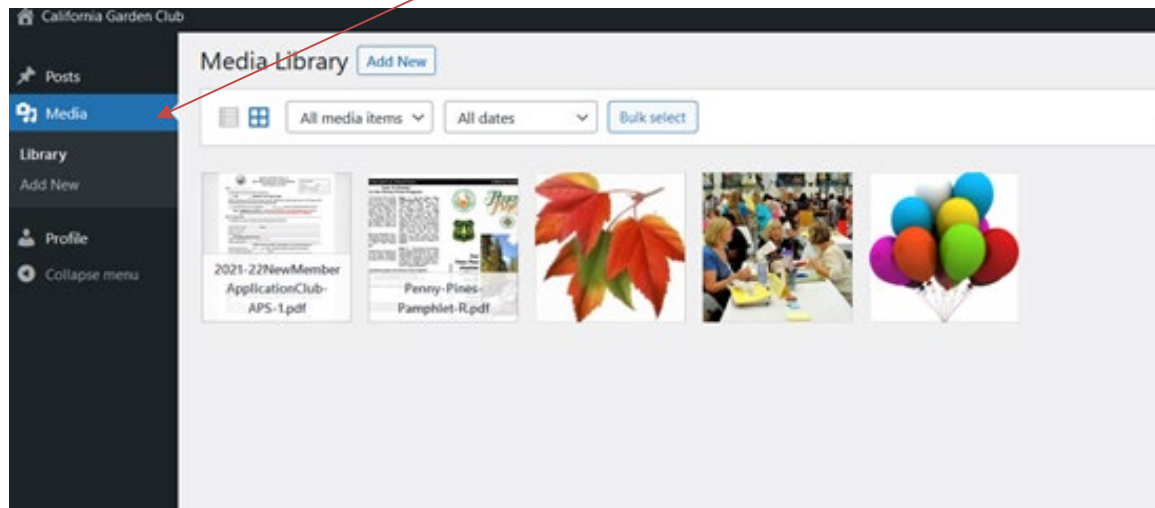


To link a document to a Post.  Type the name of the document in the Post and highlight it.  Open Media and select the document.
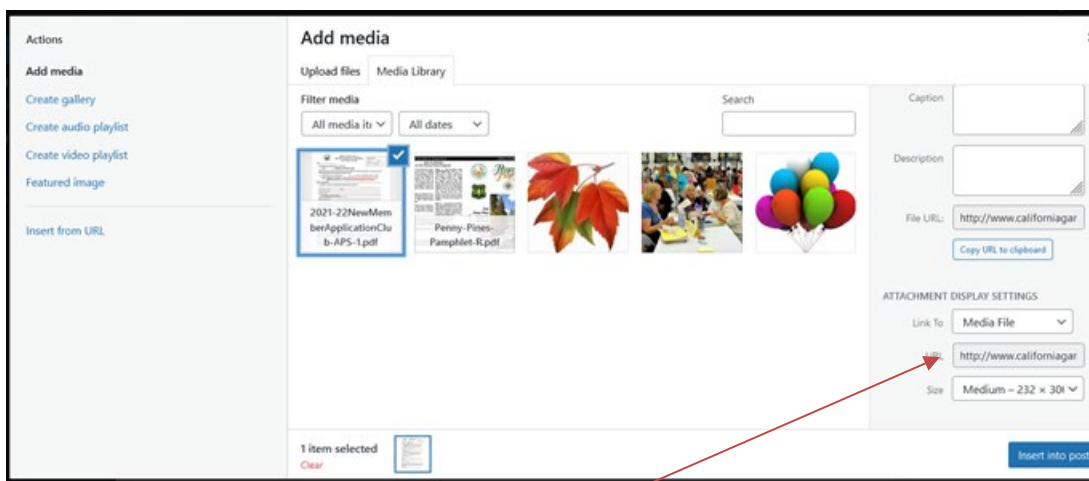


On right side of screen find the URL of the document.  Copy the URL and paste it using the link icon on the edit menu.

To insert an image.   Place the curser where you want the image on your page. Open Media and select the image.
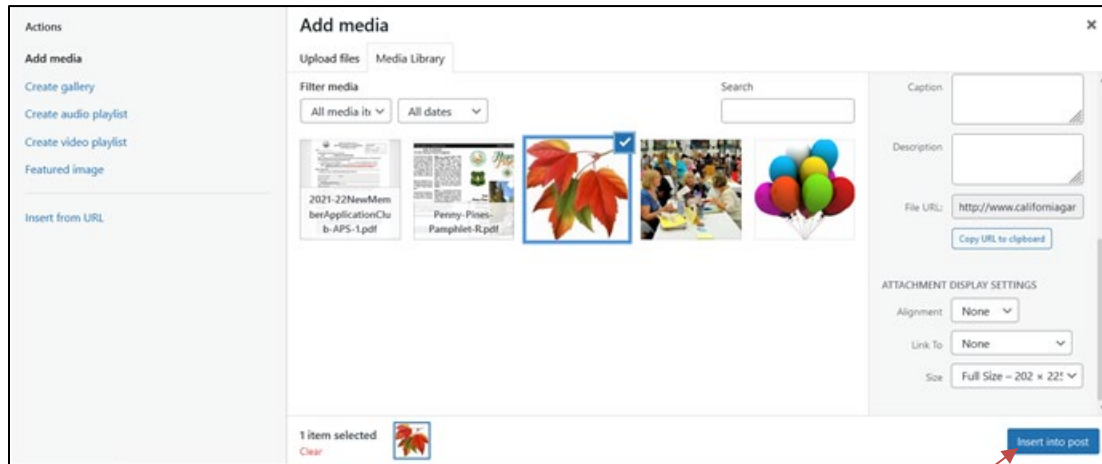


On right side of screen click on the blue "Insert" button.

**General Instructions:**

**To "delink" a document**
- Highlight the linked word/phrase
- Click on the broken link icon
- You can now link to a new document

**To create a link to another page on your website**
NOTE: If you have more than one page on your website this is the way to enable navigation between pages
- Go to your Home Page
  - Open the Edit screen
  - Type the names of your secondary pages (horizontally or vertically)
  - Save/update the page
- Open the selected secondary page (About Us, Membership etc)
  - Highlight the URL of the page (in the browser bar, top of screen)
  - Copy (Ctrl C)
  - Close the page
- Re-open the Home Page
  - Open the Edit screen
  - Highlight the name of the page to be linked
  - Click on the Link icon
  - Paste the URL into the URL box
  - Click OK
- Repeat above for each of the pages to be linked
- Be sure to click update

**To create link to an outside web address**
- Go to the website that you want to link
  - Highlight the URL of the site/page (in the browser bar, top of screen)
  - Select edit/copy or Ctrl C (to copy the URL)
  - Go to your website page
  - Open the Edit tab
  - Go to the body area and highlight the text you want to add a link to
  - Click on link icon
  - Paste the web address of the page you want to link to (Ctrl V) in the URL box
- Click OK button
- Click update.

**A few suggestions**
- Keep your pages simple
- Prioritize your information
    - Put the most important information on the Home page (name, address, contact info, meeting day/time/place, "brief" summary of club, i.e. "we are primarily a floral designgroup" or "we focus on horticulture")
    - Don't "waste" a page for contact info (email address or phone number); put it up frontwhere it can be easily seen
- Use your secondary pages for fun stuff like photos or details of special events.
- Crop and edit photos before uploading…if they are too large it will make the page difficult to open
- Use a font type and size that is easily readable
- Keep your information UPDATED!  Once an event is over DELETE the info.
- Test all your links (pages, websites, email addresses) to make sure they work and/or are current.

**Minor photo release:** The NGC Release for Publication and Website form should be filled out and signed bythe parent / guardian and kept on file by any Garden Club that takes pictures of children for use in publicityin any media format, including Newspapers, Newsletters, Websites,  etc.


## Glossary of Common Internet Terms

**Domain name:** an identification string that defines a realm of administrative autonomy, authority, orcontrol on the Internet.
- Domain names serve as humanly memorable names for Internet participants, like computers,networks, and services
- Example:  californiagardenclubs.com
- The main domains are
    - com - commercial businesses; this is the most common TLD
    - gov - U.S. government agencies
    - edu - Educational institutions such as universities
    - org - Organizations (mostly nonprofit)
    - mil - Military
    - net - Network organizations
    - There are dozens of others including country specific:  uk (England), ca (Canada) etc.
- The official registry is maintained by the International Corporation for Assigned Names andNumbers - ICANN

**HTML: H**yper**T**ext **M**arkup **L**anguage **-** the main language for creating and formatting web pages and otherinformation that can be displayed
- HTML elements form the building blocks of all websites.
- HTML allows images and objects to be embedded and can be used to create interactive forms.
- It provides a means to create structured documents by denoting structural semantics

for text suchas headings, paragraphs, lists, links, quotes and other items.

- It connects a series of hyperlinks (or links)… a reference to data that the reader can directly follow, or that is followed automatically. A hyperlink points to a whole document or to a specific elementwithin a document.

**HTTP: H**yper**T**ext **T**ransfer **P**rotocol

- defines how messages are formatted and transmitted, and what actions Web servers and browsersshould take in response to various commands.
- For example, when you enter a URL in your browser, an HTTP command is sent to the serverdirecting it to fetch, transmit, and display the requested Web page.

**Server:** a system (software and suitable computer hardware) that responds to requests across a computernetwork to provide, or help to provide, a network service either to private users inside a large organizationor to public users via the Internet.

- Typical computing servers are database server, file server, mail server, print server, web server,gaming server, application server
- Servers can be a dedicated computer, which is also often referred to as "the server",
- Many are series of networked computers

**URL: U**niform **R**esource **L**ocator

- also known as web address
- a specific character string that references a resource (a web page, image, video or other piece ofcontent)
    - Example: www.californiagardenclubs.com

**Web Browser:** (commonly referred to as a browser)

- a software application for retrieving and presenting information resources on the World Wide Web.
- The major web browsers are Google Chrome, Mozilla Firefox, Edge (Microsoft), Opera(Opera Software), and Safari (Apple/Mac).
- Browsers usually have the following:
    - Back/forward button
    - Reload/refresh icon
    - Address bar: shows the current URL and accepts a typed URL that navigates the user to achosen website

**Web Host/Hosting:** a type of Internet service that allows individuals and organizations to make theirwebsite accessible via the World Wide Web.

- Many commercial companies offer hosting: goDaddy, Network Solutions, Web.com